



**Date:** March 7, 2011

**Bulletin# 11- 43**

**Subject:** Catering Requisitions; Café 101

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## Effective Immediately:

Requirements when requesting Catering Services from Café 101.

The Supply Purchase Requisition must identify the following:

- Event (*type of event and purpose*)
- Date of Event
- List of Invitees
- Menu (*can not include alcohol*)
- Pricing

You must attach the Catering Request form to the requisition. Any and all catering that will be paid by State Funds requires that applicable State procurement process which includes a stated purchase order in advance of the event.

Upon completion of the event, Café 101 must obtain the signature of the customer as evidence that service was satisfactorily performed and consistent with the reservation request.

Immediately following the event, Café 101 must forward the invoice to the Accounts Payable Department.

The invoice must include:

- Café 101 Invoice#
- State Purchase Order#
- Catering request for (Attached)

If you have any questions please contact Portia John @ extension 1123.

Attachment – Catering Request Form.

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